

# Regional Basemap Committee

## Meeting Minutes

Thursday ~ December 10, 2021 ~ 11:00 A.M.

Washoe County Administrative Complex

Teleconferenced with Teams and Phone options

## MEMBERS

Jon Walker, Chair, City of Sparks  
Gary Zaepfel, Vice-Chair, Washoe County  
Eric Friedlander, City of Reno  
Rob Cushing, NV Energy

## Alternates

Greg Johnson, City of Reno  
Sean Chambers, City of Sparks  
Rebecca Reid, NV Energy  
Jay Johnson, Washoe County

### 1. CALL TO ORDER AND ROLL CALL [Non-action item]

Chair Walker called the meeting to order at 11:02 a.m. A quorum was established.

#### **PRESENT:**

City of Reno Eric Friedlander (primary)

City of Sparks Jon Walker (primary)  
Sean Chambers (alternate)

NV Energy Rob Cushing (primary)

Washoe County Gary Zaepfel (primary)  
Jay Johnson (alternate)

**ALSO PRESENT:** Deputy District Attorney Trenton Ross, Washoe County; Kevin Johnson, TMWA; Larry Grube, Summit Engineering

2. **PUBLIC COMMENTS** [Non-action item] – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Regional Basemap Committee agenda. At the discretion of the chair or a majority of the members present during a meeting, the Regional Basemap Committee may also hear public comment during individual agenda items, with such comment likewise limited to three minutes per person. No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.

There was no response to the call for public comment.

3. **APPROVAL OF SEPTEMBER 9, 2021, MEETING MINUTES** [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

It was moved by Vice-Chair Zaepfel, seconded by Member Friedlander, to approve the September 9, 2021, minutes as submitted. There was no Committee discussion or response to call for public comment. Upon a vote, the motion carried unanimously.

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- 4. BASEMAP COMMITTEE FUND UPDATE** [Non-action item] – An informational update on the Basemap Committee fund. Quinn Korbulic – Washoe County Technology Services

Quinn Korbulic indicated that the current fund balance is \$215,937 and to date in FY22, \$6210 worth of ortho photos and contours. There were no questions from the Committee regarding this item.

- 5. BASEMAP COMMITTEE FUND PROJECTIONS, EXPENDITURES, AND PRODUCTS** [For Discussion Only] – An informational discussion on future revenue projections, expenditures, and products for FY22 – FY25. Quinn Korbulic/Gary Zaepfel – Washoe County Technology Services

Quinn Korbulic stated that there has been some fluctuation in the revenue going back to FY17 and presented the revenues from FY19 to projections into FY25. He indicated that, based on the decreasing data sales, lower projected revenue numbers are advised. A large liability is the EagleView contract, at \$642,350 remaining. Half is paid by the Assessor's Office, leaving \$321,175 as the Basemap Committee portion. This is currently the only Committee expense. Vice-Chair Zaepfel discussed potential future products that may be purchased in FY25, once the current expense commitments are fulfilled. Mr. Korbulic indicated that the Basemap fees would potentially need to be increased to fund future purchases of additional or higher quality products. There was a discussion between Chair Walker, Vice-Chair Zaepfel, and Larry Grube with Summit Engineering regarding the quality limitations of the current products and potential solutions, as well as the process for purchasing individual photos.

- 6. UPDATE ON DIGITAL ORTHOPHOTOGRAPHY FLIGHT #2** [For discussion only] – An informational update and discussion of the 2021 digital orthophotography products. Gary Zaepfel – Washoe County Technology Services

Vice-Chair Zaepfel informed the Committee that all flying is completed, meaning that there is now a 30-45 day window in which the Geomatics team will build the image library and mosaics and a 60-90 day timeline for the AccuPLUS portion of the deliverables. There were no questions from the Committee regarding this item.

- 7. REVIEW OF PARTICIPATING AGENCY AND SUBSCRIBER ANNUAL FEE** [For Possible Action] – A review, discussion, and possible action to modify the Annual Fee for Basemap Committee membership. Quinn Korbulic – Washoe County Technology Services

Quinn Korbulic presented the current Basemap Interlocal fee structure and the guidelines for reviewing the fees. The Annual fee increase is limited to 10% of the previous year's fee, however the Basemap Committee may increase the fee by more than 10% by a unanimous vote. Mr. Korbulic suggested beginning to assess the potential increase of costs and the need for a fee increase. Chair Walker agreed that there is a need to further discuss fee increases and suggested that it be added to the March 10<sup>th</sup>, 2022 agenda.

- 8. OVERVIEW OF NEVADA OPEN MEETING LAW** [Non-action item] – Presentation and review of Nevada Open Meeting Law. Trent Ross – Washoe County Deputy District Attorney

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Deputy District Attorney Trenton Ross gave a presentation on the Nevada Open Meeting Law and how it applies to the operation of the Regional Basemap Committee. There were no questions from the Committee regarding this item.

- 9. REGIONAL BASEMAP COMMITTEE MEMBER OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION, AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item] – No discussion among committee members will take place on this item. The next scheduled meeting is set for Thursday, March 10, 2022, at 10:00 a.m.

Chair Walker suggested that an item be added to the next meeting agenda to review the Participating Agency Subscriber Fee. Member Friedlander agreed. Member Friedlander further commented that he will be sending a letter to change the Alternate Member for the City of Reno.

- 10. PUBLIC COMMENT** [Non-action item] – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Regional Basemap Committee agenda. No discussion or action may be taken upon any matter raised under this public comment section until the matter has been specifically included on an agenda.

There was no response to the call for public comment.

- 11. ADJOURNMENT** [Non-action item]

Chair Walker adjourned the meeting at 11:42 a.m.

Approved as written in session March 10, 2022.